











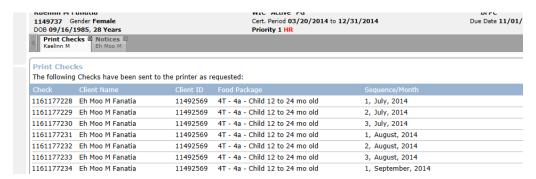


Comment sent in via email regarding the monthly Unsigned Checks report:

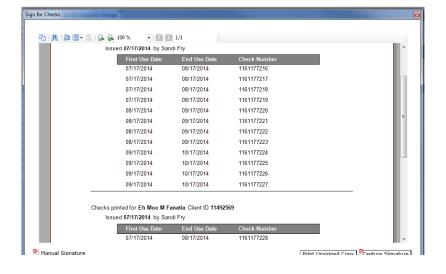
A Local Agency staff member was going through their report and found that in two instances of a family group with a mom, child and infant, the mom and child's checks were signed for but not the infant. All three were issued checks on the same day and the infant had a Special Authorization. She was questioning if KWIC was recording all the signatures accurately.

Answer:

CQuest could recreate this situation but only with clients that had Special Authorizations and two staff working on the same record simulating a staff printing checks and gathering signatures and another staff completing the Special Authorization. Be especially careful if a client's record is still being updated by another staff member. Staff printing the checks and/or gathering signatures should wait until the "Print Checks" summary screen fully appears in KWIC before clicking the Sign for Checks link. A timing issue comes into play when family's checks are printed and the Sign for Checks link is clicked right after.



Another place staff can verify all checks are being signed for appropriately is the screen that comes up after the "Sign for Checks" link is clicked. Staff should scroll down to the bottom of this screen to check that the signature was captured.

































Question/Comment Sent in via email:

Mid-certifications are now requiring the 4 mandatory referrals be checked again. Is this a change or is something not working correctly?

Answer:

According to USDA guidance that was sent out 8/29/2011, WIC Programs may extend certifications to one

- infants under six months of age up to the last day of the month in which the infant turns one year old;
- breastfeeding women up to the last day of the month in which her infant turns one year old, or until the woman ceases breastfeeding, whichever occurs first; and
- children for up to one year ending with the last day of the month in which a child reaches their fifth birthday

As long as the State Agency ensures that health care and nutrition services are not diminished. The intent to extend the certification period is to reduce the administrative burden on both WIC staff and participants (e.g., income eligibility determination, residency documentation) while maintaining the quality nutrition services (nutrition assessment and education, including breastfeeding promotion and support, food package tailoring, and referral services) provided by WIC.

In order to maintain quality nutrition services, the Referrals tab on the Mid-Cert guide is now required. Staff can assess if the client is participating in any of the programs - Child Support Enforcement, Food Assistance Program, KanCare or TANF by asking a yes/no question. "Are you participating in...?" then mark Has as appropriate. If the client is not participating in Food Assistance Program, KanCare or TANF, referring them to the first page after the Foods section of their Program Booklet is easy and quick and then you can mark Referred on the screen. See cited portion of Program Booklet below.

Child Support Enforcement may take more time but staff can ask "Do you have a need for Child Support Enforcement?" If the answer is no, mark N/A; if the client already has it, mark Has; or if they ask how they get it, staff can refer them to the same page in the Program Booklet.



















